

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S14-098

DATE: September 24, 2014

SUBJECT: ANNOUNCEMENT NUMBER 14-35

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Specialist,
FSN-9; FP-5 (step 1-4)
FSN-10, FP-5 (steps 5 & up)

OPENING DATE: September 24, 2014

CLOSING DATE: October 8, 2014

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 10,567,773/12,311,218 per
Position grade: FSN-9/10

*Not-Ordinarily Resident (NOR): US\$50,544/56,887 per year
Position grade: FP-5

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking an individual for the position of Cultural Affairs Specialist in the Embassy Public Affairs Section.

BASIC FUNCTION OF POSITION:

The Cultural Affairs Specialist (CAS) is responsible for helping define, plan, carry out and evaluate a complex and nationwide effort to increase mutual understanding between Malian and U.S individuals and institutions. The CAS directs work of the Program Assistant and Student Advising colleague and directly supervises the Audiovisual Technician. Incumbent serves as the leader of the four (4) member program administration team and is responsible for their interaction with other PAS and Mission elements.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

- Bachelor degree in Liberal Arts, English, Education, International Relations, Social Sciences.
- Five to seven years of progressively responsible experience in cultural activities and/or university teaching. At least two years of experience in Embassy/NGO based cultural programming.
- Level IV (Good knowledge) French and English (English will be tested); Level IV (fluent) in at least one Malian language.
- A thorough knowledge of Malian country cultural, economic, education and political scene.
- Computer skills in Word Processing, Excel and email.
- Good communication skills, flexibility, and self-motivation.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) available online at <http://mali.usembassy.gov/job-opportunities.html> or at the US. Embassy's main entrance ; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, or a current resume or curriculum vitae that provides the same information as the form; plus

2. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov

Subject: [Cultural Affairs Specialist](#)

POINT OF CONTACT

HRO: 2070- 2511/2316/2314 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: OCTOBER 8, 2014

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References